



Instructions for Out-of-State Interpreters

WORKING IN NEW MEXICO STATE COURTS

Thank you for your interest in working with the New Mexico Administrative Office of the Courts. Your skills as an interpreter are valued and respected.

The following information will help you as you prepare for the assignment you have considered or accepted.

Court:

Court Contact Person:

Case # & Type of Proceeding:

Date and Time of Proceeding:

Interpreting will be provided: ____ In-person ____ Telephonically

Rate of Pay: The AOC's rates are \$46.00 for spoken language interpreting services with a two-hour minimum guarantee and \$30.00 for travel time. Unless otherwise negotiated and approved by the AOC you will be paid according to these standard rates. If you are interpreting in-person, AOC will also cover travel expenses, per diem, and mileage at \$.41 per mile. Travel arrangements must be coordinated with the Court Contact Person identified above.

NM Vendor Identification: In order to be paid it is necessary for you to secure a NM vendor identification number. If your assignment is with a district court or the Bernalillo Metropolitan Court, the court will assist you in this process. Check with your Court Contact Person. If your assignment is with a Magistrate Court, please contact Heather Nash at aochan@nmcourts.gov or 505-827-5016 ASAP to secure this number.

Combined Reporting System(CRS)/Tax Identification Number: Any business (including individual/sole proprietor) is required to report income earned in New Mexico and to pay Gross Receipts Taxes. To secure a CRS#, you can apply on-line at:

<http://www.tax.newmexico.gov/Businesses/Gross-Receipts/Pages/Register-Your-Business.aspx>

The out-of-state GRT rate is currently (7.2013) 5.125%. AOC will reimburse you for GRT owed per assignment. Please see the link to the interpreter invoice below.

We highly recommend that you secure your CRS# as soon as possible and bill AOC for your GRT. You may have difficulty working in the state of New Mexico in the future if you neglect this important requirement.

Billing for Services: Please use the NM AOC interpreter invoice, which can be accessed at the link below, when billing for services rendered.

<http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/NMAOC%20Interpreter%20Invoice%20May%202012.xlsx?uid=05.17.2013>

If you are travelling to New Mexico for the assignment, please review the materials that can be found at these links prior to commencing your travel. It is essential to follow these instructions in order to avoid a delay in payment.

http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/overnight_expense_reimbursement_request.pdf?uid=05.17.2013

http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/travel_expense_worksheet.pdf?uid=05.17.2013

Standards of Practice & Payment Policies: For additional information regarding working with the New Mexico State Courts, please visit:

http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/Practice_and_Payment_Policies_2012.pdf?uid=05.17.2013

Thank you again for your service to the New Mexico State Courts. If you have any questions that cannot be answered by your Court Contact Person or should you be interested in reciprocal certification/qualification with New Mexico, please contact, Language Access Services at aocpjs@nmcourts.gov